



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5354.2
32
2 Dec 97

COMBAT CENTER ORDER 5354.2

From: Commanding General
To: Distribution List

Subj: COMMAND MILITARY EQUAL OPPORTUNITY PROGRAM (EOP)

Ref: (a) DoD Directive 1350.2 (NOTAL)
(b) SECNAVINST 5350.10B (NOTAL)
(c) SECNAVINST 5300.26B
(d) MCO P5354.1C
(e) MCO 5354.2D
(f) MCO 5300.10A
(g) MCO 1900.16E
(h) MCO 1700.23D
(i) MCO 5740.2F
(j) MCO 5370.4A
(k) MCO 5354.3A
(l) CCO 5354.1

Encl: (1) DoD Definition of Sexual Harassment
(2) Command Military Personnel Race/Ethnic Statistics Report
(3) Training Information Resources (TIR) Library
(4) Discrimination and Sexual Harassment Complaint Process and Timelines

Reports Required: (1) Discrimination and Sexual Harassment (DASH) Reports (Upon
Receipt of Formal EO complaint)
(2) Annual Command Military Personnel Race/Ethnic Statistics
Report

1. Purpose. To implement the provisions of references (a) through (f); to restate the Marine Corps policy on equal opportunity and sexual harassment; to provide for establishment and guidance of the equal opportunity program for all units located aboard the Combat Center; to implement proactive procedures for the prevention of sexual harassment aboard the Combat Center; and to assign command and staff responsibilities.

2. Summary of Revision. This Order contains new procedures requires by reference (d) and should be reviewed in its entirety. The processing, handling, and reporting of military equal opportunity, to include sexual harassment complaints, shall be governed by references (c) and (d).

3. Background. References (a), (b), (d) and (e) establish equal opportunity policies and programs for the Marine Corps EOP. References (c), (f), and (g) establish Department Of the Navy and Marine Corps policy with regards to sexual harassment by military personnel who are on or off-duty. Reference (h) is the Marine Corps Order on handling Request Mast, the preferred method of filing a formal complaint of discrimination or sexual harassment. Reference (i) provides additional reporting guidance for significant racial/ethnic incidents as defined in reference (d). Reference (j) implements DoD Directive 1325.6, Guidelines for Handling Dissident and Protest Activities Among Members of the Armed Forces. Reference (k)

assigns the general duties and responsibilities of the Equal Opportunity Advisor (EOA). Reference (1) authorizes the Cultural Awareness Council and establishes the required standing members.

4. Training Philosophy. When providing equal opportunity and sexual harassment training, many individuals may find definitions and concepts to be confusing or fuzzy. Approaches to training must address both the subtle and the most blatant forms of discrimination and sexual harassment. During training sessions, individuals must be informed of what is considered inappropriate behavior so that they can effect personal change and function in a professional manner in an environments free from all forms of inappropriate or discriminatory behavior.

a. To ensure uniformity of understanding, terms used in the Marine Corps Equal Opportunity Program are defined in Appendix F of reference (d).

b. The DoD definition of sexual harassment is provided as enclosure (1). Further definitions and terms with regards to sexual harassment can be found in references (c), (d) and (f).

5. Objective

a. The integration and full realization of equal opportunity and fair treatment in every aspect of the Marine Corps requires all Marines to demonstrate proper leadership and to exert proper influence on their fellow Marines and others they may encounter. Discriminatory practices and inequities within the Marine Corps, whether expressed individually or institutionally, are counterproductive and wholly unacceptable. The elimination of all vestiges of discrimination, to include sexual harassment, and the integration of fair treatment into every aspect of Marine Corps life is the ultimate goal of the EOP. Specific objectives are:

(1) To understand the effects of past discriminatory practices in order to formulate specific equal opportunity objectives and to initiate affirmative actions to eliminate existing deficiencies.

(2) To identify, eliminate, correct, or prevent adverse or illegal institutional and individual discriminatory practices.

(3) To promote harmonious relationships among Marines through the eliminations of prejudice and harassment.

(4) To ensure the opportunity and encouragement for personal and professional advancement of individual Marines without regard to age, race, color, religion, gender, or national origin.

b. The EOP initially impacts upon every command program, procedure, and action that directly or indirectly affects an individual. Thus, rather than functioning as separate program, and in keeping with the Marine Corps leadership philosophy, the EOP will function through existing programs within the command. The responsibility for accomplishing equal opportunity goals is not the function of any special staff officer. Rather, all Marines, Sailors, and civilian personnel are expected to harmoniously interact with other individuals regardless of race, gender, age, religion, ethnicity, culture, or national origin.

6. Policy. The Marine Corps will provide equal opportunity for all military members without regard to race, color, religion, gender, age, or national origin, consistent with the law and regulations and the requirements for physical and mental abilities.

a. Commanders are responsible for both military and civilian equal opportunity programs. Therefore, the appropriate chain of command will be continuously

emphasized as the primary channel for correcting discriminatory practices and for communicating equal opportunity and human relations matters.

b. The Command's Military Equal Opportunity Program refers to military personnel and how each member is expected to interact with others to include civilians. The EOP, through use of the chain of command, is the primary and preferred channel for military members to communicate equal opportunity (EO) matters and for correcting discriminatory practices.

c. The Command's Civilian Equal Employment Opportunity (EEO) Program refers to the employment of qualified civilian personnel aboard the Combat Center and promulgates their rights as employees. EEO is the process for civilian employees to communicate EEO matters and for correcting discriminatory practices.

d. Sexual harassment, as defined in enclosure (1), is not only illegal, it violates the fundamental concepts of human dignity to which honorable people subscribe. Sexual harassment, as a form of discrimination, is behavior (actions, speech, and general demeanor) that will not be tolerated. Each Marine, Sailor, and civilian employee of the Combat Center is capable of controlling their behavior and will be held accountable for their actions. The Combat Center community must dedicate itself to identifying instance of sexual harassment when they occur, dealing appropriately with those who harass others, and ultimately eliminating sexual harassment because it is the right thing to do.

e. Per references (c) and (g), officers and enlisted personnel of the Marine Corps shall be processed for administrative separation following the first substantiated incident of sexual harassment involving any of the following circumstances:

(1) Threats or attempts to influence another's career or job in exchange for sexual favors;

(2) Rewards in exchange for sexual favors; or

(3) Physical contact of a sexual nature which, if charged as a violation of the UCMJ, could result in a punitive discharge.

(4) An incident is substantiated when an inquiry/investigation results in an administrative or legal disciplinary action or the commanding officer determines, based on a preponderance of evidence, that sexual harassment has occurred. An incident is unsubstantiated when the results of an inquiry or investigation do not support the allegation.

7. Action

a. Director, Manpower Directorate. Is designated as having staff cognizance over the Command Military Equal Opportunity Program and shall:

(1) Maintain the Semi-annual Command Military Personnel Racial and Ethnic Statistics Report, enclosure (2), for Headquarters Battalion and Marine Corps Communication Electronics School.

(2) Compile the Annual Equal Opportunity Data Summary Report to CMC (MPE) by consolidating data from Headquarters Battalion and Marine Corps Communication Electronics School. Submit this annual report to CMC (MPE) by 15 November using the report format found in Appendix C of reference (d).

(3) Assist staff officers and commanding officers in developing reports from racial/ethnic statistical data by identifying negative or positive trends utilizing the categories in references (d) and (e).

(4) Ensure Congressional Interest (CONGRINTS) correspondence is adequately screened for issues that may raise potential EO complaints and that the responsible command has adequately addressed the EO concerns. A DASH report shall be prepared by the commander addressing the EO complaint.

b. Marine Corps Civilian Human Resources Office - West, MCAGCC Human Resources Officer. Is designated as having staff cognizance over the Command Equal Employment Opportunity Program and shall assist staff officers and commanding officers in EEO matters involving federally employed civilians throughout the command.

c. Director, Morale, Welfare, and Recreation Directorate. Is designated as having staff cognizance over the Non-appropriated Fund (NAF) Command Equal Employment Opportunity Program and shall:

(1) Assist staff officers and commanding officers in EEO matters involving NAF civilian employees.

(2) Ensure MWR Programs, services, and facilities are responsive to the ethnic and cultural needs of all members of the Combat Center.

d. Commissary Officer. Ensure that actions are taken to provide services that are responsive to the ethnic and cultural needs of all members of the Combat Center.

e. Director, Religious Ministries Directorate. Ensure that actions are taken per DoD Directive 1300.17 that shall provide for religious services and observances that are equally responsive to all members of the Combat Center.

f. Director, Installations and Logistics. Ensure that the Housing Referral Program is in compliance with Chapter 3 of reference (d).

g. Public Affairs Officer. Ensure that the Combat Center's public affairs effort is conducted per Chapter 3 of references (d).

h. Staff Judge Advocate. Ensure that the Combat Center's military justice and administrative separation functions are conducted per Chapter 3 of reference (d).

(1) Assist commanders by providing a legal review of formal investigations into EO complaints.

(2) Ensure courts-martial, charge sheet, and other legal correspondence is adequately screened for issues that may raise potential EO complaints and that the responsible command has adequate addressing the EO concerns. A DASH report shall be prepared by the commander addressing the EO complaint.

i. Combat Center Inspector. Assists Commanders in the investigation of complaints against the chain of command or a commanding officer. Ensures that equal opportunity advisor to all Commanding Officers of resident units; submits all DASH reports to CMC (MPE) as prepared by the responsible commander by inputting the DASH report into the Marine Corps Central Registry System/Discrimination and Sexual Harassment (DASH) database; and manages the Training Information Resources (TIR) Library, enclosure (3).

k. Commanding Officers, Marine Corps Communication Electronics School (MCCES) and Headquarters Battalion (HQBN). Comply with all requirements of the references. In addition, commanding officers shall:

(1) Designate, in writing, a unit Equal Opportunity Representative (EOR). Assignment as the unit's EOR should be for a minimum of one year. Provide the name of the unit EOR to the Commanding General, EOA.

(2) Ensure courts-martial, charge sheet, and other legal correspondence is adequately screened for issues that may raise potential EO complaints and that the responsible command has adequately addressed the EO concerns. A DASH report shall be prepared by the commander addressing the EO complaint.

i. Combat Center Inspector. Assists Commanders in the investigation of complaints against the chain of command or a commanding officer. Ensures that equal opportunity and sexual harassment are included in the Commanding General's Inspection Program (CGIP). At least annually, conduct a CGIP inspection of the equal opportunity programs for the Naval Hospital, Headquarters Battalion and Marine Corps Communication Electronics School.

j. Equal Opportunity Advisor (EOA). Assigned to the Manpower Directorate, the MCAGCC EOA will perform his/her duties as directed by the Commanding General, under the staff cognizance of the Director of Manpower per reference (k); functions as a military equal opportunity advisor to all Commanding Officers of resident units; submits all DASH reports to CMC (MPE) as prepared by the responsible commander by inputting the DASH report into the Marine Corps Central Registry System/Discrimination and Sexual Harassment (DASH) database; and manages the Training Information Resources (TIR) Library, enclosure (3).

k. Commanding Officers, Marine Corps Communication Electronics School (MCCES) and Headquarters Battalion (HQBn). Comply with all requirements of the references. In addition, commanding officers shall:

(1) Designate, in writing, a unit Equal Opportunity Representative (EOR). Assignment as the unit's EOR should be for a minimum of one year. Provide the name of the unit EOR to the Commanding General, EOA.

(2) Utilize Chapter 3 and Appendix H of reference (d) as a checklist to ensure that all the requirements of the Marine Corps Equal Opportunity Program are being met by current programs and directives within your organization.

(3) Submit the Semi-annual Command Military Personnel Racial/Ethnic Statistics Report to the Commanding General, EOA, by the 5th April and October utilizing the format contained in enclosure (2). Note: MCCES shall submit one report for permanent personnel and one report for student personnel.

(4) Submit a Discrimination and Sexual Harassment (DASH) report, Appendix D of reference (d), to the Commanding General (EOA) for any formal complaint or allegation of discrimination involving a MCCES or HQBn Marine on the basis of race, ethnic background, gender, religion, age, sexual harassment, or other types of discrimination received as a result of request mast, charge sheet, congressional inquiry, DoD or IGMC Hotline call, Article 138 of the UCMJ, Article 1150 of the U.S. Navy Regulations, or initiation of administrative or criminal investigation. DASH report information collected shall be transmitted to CMC (MPE) by the EOA for statistical data tracking using the Central Registry System/Discrimination and Sexual Harassment (DASH) database. DASH reports shall be prepared and submitted by the Battalion Commander for Request Masts handled at the Company level.

(5) Ensure complaints are handled expeditiously as per the procedures and timelines directed by Chapter 4 of reference (d). Request Mast procedures should be encourage to document formal complaints, regardless of how the command initially received the complaint. A completed EO case file should include copy of complaint (i.e., Request Mast or CONGRINTS), documentation of investigation/inquiry, action taken, records of feedback, and the DASH report.

(6) Ensure adequate feedback and follow-up is provided to the individual(s) filing the complaint while maintaining, at all levels within your command,

confidentiality and sensitivity to the individual(s) involved. Documentation of the degree of satisfaction should be afforded to the complainant and annotated on the Request Mast form.

(7) Ensure that complaints of discrimination to include sexual harassment can be made in a command climate that does not tolerate acts of reprisal, intimidation or further acts of harassment.

(8) Ensure that all formal complaint investigation are reviewed for legal sufficiency by the MCAGCC SJA. A suggested review checklist is provided in Appendix I of reference (d).

(9) At a minimum, provide for a command EOR review of all formal investigations prior to SJA's review. Commanders are highly encouraged to utilize the MCAGCC EOA during this process of review.

(10) Submit a Serious Incident Report (OPREP-3SIR) involving any MCAGCC unit member on occurrence to CMC (POC) with an info-copy to CMC//MPE// and CG MCAGCC//MPR// per references (d), and (i).

(11) Develop and implement annual equal opportunity training and prevention of sexual harassment periods of instruction that are in concert with the Marine Corps Leadership Training Program, MCO 5390.2. Small unit leadership training shall emphasize the importance of individual dignity and worth, stressing that the affirmative application of Marine Corps Equal Opportunity/Core Value principles is an inherent function of Marine Corps leadership principles. Annually, blocks of instructions will be prepared for the following subjects and should be discussed in small groups:

(a) Team Marine/Core Values. All hands.

(b) Sexual Harassment Prevention. All hands.

(c) Informal Resolution System. All hands.

Note: MCAGCC Directorate are required to comply with leadership training mission of HQBn by conducting and reporting to the Commanding Officer, HQBn all Small Unit Leadership Training to include equal opportunity and sexual harassment training held within their directorate. When including civilians in your EO training, submit a record of attendance to the appropriate HRO office.

(12) Develop and utilize quality assurance procedures that validate the effectiveness of the unit's EOP and that measure the perceptions and attitudes of your command's members in regard to equal opportunity and sexual harassment. To assist commanders, the Marine Corps has developed the Marine Corps Command Assessment System (MCCAS) that is available through the MCAGCC EOA and can be used to periodically "spot check" the unit's equal opportunity climate. Commanders may request the Military Equal Opportunity Climate Survey (MEOCS) administered by the Defense Equal Opportunity Management Institute (DEOMI) per reference (d).

(13) Actively promote within the unit those ethnic and cultural observances as recognized and highlighted by the Marine Corps EOP. Assist with the goals of the MCAGCC Cultural Awareness Council.

1. Commanding Officers, Combat Center Resident Commands. Commanders shall comply with applicable Marine Corps Orders and route required EO reports to their respective major command EOA per directives disseminated by higher headquarters. The MCAGCC EO Advisor is available for instruction, assistance, and advice on all EO matters. In addition:

(1) Designate, in writing, a unit EOR, and provide of copy of the appointment letter to the MCAGCC EO Advisor.

(2) Resident unit commanders are highly encouraged to utilize the MCAGCC EOA when submitting DASH reports, Appendix D of reference (d).

(3) Ensure complaints are handled expeditiously as per Chapter 4 of reference (d), and with confidentiality and sensitivity to the individual(s) involved at all levels within your command.

m. Commanding Officer, Naval Hospital. Comply with all applicable SECNAV and OPNAV instructions regarding the U.S. Navy Command Managed Equal Opportunity (CMEO) program. In addition:

(1) Designate, in writing, a CMEO representative, and provide a copy of the appointment letter to the Commanding General, EOA.

(2) Submit quarterly discrimination and sexual harassment (DASH) reports to higher headquarters per Department of the Navy Policies and regulations.

(3) Forward a copy of the DASH report to MCAGCC EO Advisor.

8. Equal Opportunity Representative, MCCES and HqBn. The command EOP required the assignment of high caliber and fully trained personnel as the command EOR. The EOR shall manage their unit's EOP operating procedures per the references, and:

a. Will not function as an advocate but as a source of information for both the complaint and the commander.

b. Will receive all complaints within the command to be routed through prior to the Commanding Officer commencing an investigation.

c. Will initiate, track, maintain, and ensure all unit DASH reports are in compliance with the timeline reporting requirements found in reference (d).

d. Will serve as the primary command representative on existing EO/EEO councils and committees and/or those that shall be considered necessary by the Commanding General, MCAGCC.

9. Processing complaints. Chapter 4 of reference (d) establishes the process by which any person may report suspected cases of discrimination, including sexual harassment, to supervisors in the chain of command. In such cases, a thorough inquiry/investigation into the complaint is required. An EO complaint may be made orally or in writing. Regardless of who initially receives the complaint, it must be forwarded to the proper authority (normally the immediate commanding officer of the offending person).

a. Formal complaint to command. Any complaint or allegation of discrimination on the basis of race, color, ethnic background, religion, gender, age, national origin or any other form of discrimination, to include sexual harassment, received as a result of request mast, charge sheet, Congressional inquiry, DoN or IGMC Hotline, Article 138 of UCMJ or Article 1150 of the Navy Regulations, of initiation of administrative or criminal investigation shall be promptly investigated by appropriate authority and reported to CMC (MPE). Chapter 4 of references (d) and enclosure (4) provides further information regarding formal complaints.

b. Informal Resolution System (IRS). Depending upon the severity of the behavior, the Commanding Officer should recommend that the individuals involved attempt to use the IRS to resolve their conflict. If after adequate

inquiry/investigation and the behavior or conduct is clearly not criminal in nature, it is within the commander's purview to forego taking further formal action when a complaint has been resolved under the IRS. In this case, the Commanding Officer should continue to provide support and resource materials as may be appropriate; such as, granting a request to provide training through the TIR Library. It is crucial for the Commanding Officer to monitor the individuals involved to ensure the conflict has been permanently resolved under the IRS, the Commanding Officer should document the case in local records in order to respond to subsequent inquiries, should they occur. If the recipient of the offensive behavior is not satisfied, the Commanding Officer should take the appropriate steps to resolve the conflict.

c. Initiating a complaint is not the same as preferring charges. Preferring charges is the separate function of signing and swearing to charges in preparation for courts-martial or NJP.

10. Applicability. The Combat Center shall promote and foster equitable services and fair treatment of all military personnel geographically assigned to the Combat Center regardless of host-resident letters of agreement. This Order is applicable to MCCES, HQBn, Appropriated Fund civilian supervisors of military personnel and Non-appropriated Fund civilian supervisors of military personnel. Marine Corps resident activities shall comply with the requirements of paragraph 7.1. Naval Hospital shall comply with the requirements of paragraph 7.m. Other Armed Forces Services personnel assigned to the Marine Corps Air Ground Combat Center may report suspected cases of discrimination, to include sexual harassment, to the MCAGCC EOA.

R. G. RICHARD

DISTRIBUTION: A-1

DoD DEFINITION OF SEXUAL HARASSMENT

1. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career, or,

b. Submission to or rejection of such conduct by a person is used as a basis for career, or employment decisions affecting that person, or,

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

2. The above definition emphasizes that workplace conduct, to be actionable as "abusive work environment" harassment, need not result in concrete psychological harm to the victim, but rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or abusive [Note: "workplace" is an expansive term for military members and may include conduct on or off, 24 hours a day].

3. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

ENCLOSURE (1)

COMMAND MILITARY PERSONNEL RACE/ETHNIC STATISTICS REPORT

(ENTER COMMAND NAME HERE)

REPORTING PERIOD: SEMI-ANNUAL (Enter Oct YYYY or Apr YYYY - Sep YYYY)

	<u>white</u>	<u>AI/AN</u>	<u>AA/PI</u>	<u>Black</u>	<u>Hispanic</u>	<u>Other</u> <u>Unknown</u>	<u>Total</u> <u>Minority</u>	<u>Total</u> <u>Women</u>	<u>Total</u> <u>Unknown</u>
1. <u>On-Board Strength</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____
1. Number Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. Number Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
3. Percentage Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
4. Percentage Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
2. <u>Promotions</u>									
a. To Sergeant	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Males Eligible	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Females Eligible	_____	_____	_____	_____	_____	_____	_____	_____	_____
(3) Males Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____
(4) Females Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____
(5) % Males Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____
(6) % Females Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____
b. To Corporal	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Males Eligible	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Females Eligible	_____	_____	_____	_____	_____	_____	_____	_____	_____
(3) Males Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____
(4) Females Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____
(5) % Males Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____

ENCLOSURE (2)

(6) % Females Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____
c. To Lance Corporal	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Males Eligible	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Females Eligible	_____	_____	_____	_____	_____	_____	_____	_____	_____
(3) Males Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____
(4) Females Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____
(5) % Males Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____
(6) % Females Selected	_____	_____	_____	_____	_____	_____	_____	_____	_____

	<u>white</u>	<u>AI/AN</u>	<u>AA/PI</u>	<u>Black</u>	<u>Hispanic</u>	<u>Other</u> <u>Unknown</u>	<u>Total</u> <u>Minority</u>	<u>Total</u> <u>Women</u>	<u>Total</u> <u>Unknown</u>
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3. Recognition

a. Medals	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Males Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Females Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
(3) % Males Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
(4) % Females Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
b. Certificated of Commendation/Meritorious Masts									
(1) Males Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Females Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
(3) % Males Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____
(4) % Females Awarded	_____	_____	_____	_____	_____	_____	_____	_____	_____

ENCLOSURE (2)

4. Education

a. Male (#s)	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Some College	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) High School Grad	_____	_____	_____	_____	_____	_____	_____	_____	_____
(3) Non-High School Grad	_____	_____	_____	_____	_____	_____	_____	_____	_____
(4) Number Enrolled in Off Duty Education	_____	_____	_____	_____	_____	_____	_____	_____	_____
(5) % Percent Enrolled in Off Duty Education	_____	_____	_____	_____	_____	_____	_____	_____	_____
b. Females (#s)	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Some College	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) High School Grad	_____	_____	_____	_____	_____	_____	_____	_____	_____
(3) Non-High School Grad	_____	_____	_____	_____	_____	_____	_____	_____	_____
(4) Number Enrolled in Off Duty Education	_____	_____	_____	_____	_____	_____	_____	_____	_____
(5) % Percent Enrolled in Off Duty Education	_____	_____	_____	_____	_____	_____	_____	_____	_____

5. Discrimination/Harassment Complaints

a. Male (#reported)	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Discrimination	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Sexual Harassment	_____	_____	_____	_____	_____	_____	_____	_____	_____
	<u>white</u>	<u>AI/AN</u>	<u>AA/PI</u>	<u>Black</u>	<u>Hispanic</u>	<u>Other Unknown</u>	<u>Total Minority</u>	<u>Total Women</u>	<u>Total Unknown</u>
b. Female (#reported)	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Disscrimination	_____	_____	_____	_____	_____	_____	_____	_____	_____

ENCLOSURE (2)

(2) Sexual Harassment	_____	_____	_____	_____	_____	_____	_____	_____	_____
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6. Disciplinary Actions

a. NJP (Total)	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
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b. Court-Martial (All)	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
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7. Admin Discharges (Prior to Normal EAS/ECC)

a. Honorable (Total)	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
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b. General (Total)	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
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c. Other than Honorable	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
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8. Reenlistments

a. Eligible (Total)	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
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b. Recommended (Total)	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
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(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
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c. Reenlisted (Total)	_____	_____	_____	_____	_____	_____	_____	_____	_____
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ENCLOSURE (2)

(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____

	<u>white</u>	<u>AI/AN</u>	<u>AA/PI</u>	<u>Black</u>	<u>Hispanic</u>	<u>Other</u> <u>Unknown</u>	<u>Total</u> <u>Minority</u>	<u>Total</u> <u>Women</u>	<u>Total</u> <u>Unknown</u>
9. <u>Training completed during this reporting period</u>									
a. BSEP	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
b. Sergeant's Course	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
c. SNCO Career Course	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____
d. SNCO Advance Course	_____	_____	_____	_____	_____	_____	_____	_____	_____
(1) Males	_____	_____	_____	_____	_____	_____	_____	_____	_____
(2) Females	_____	_____	_____	_____	_____	_____	_____	_____	_____

Notes: (1) Abbreviations for Race/Ethnic Identifiers

(AI/AN) American Indian/Alaskan Native
(AA/PI) Asian American/Pacific Islander

(2) Percentages Males (White) is computed by dividing the number of White Males into the On-Board Strength (Total Command number)

Example: 7 White Males/70 Total Command = 10%

ENCLOSURE (2)

TRAINING INFORMATION RESOURCES (TIR) LIBRARY

BOOKS/TRAINING PROGRAMS

Conflict Resolution

"The Delicate Art of Dancing With Porcupines" by Bob Philips.
Learning to appreciate the finer points of others and how to deal with opposing views within the workplace. An outstanding representation of differing views with a sense of humor.

Cultural Diversity

"Beyond Race and Gender" by R. Roosevelt Thomas Jr.
This book supplies an action plan, model case study, and tough questions and answers on how to better use the human talent available. An excellent guide to the cultural biases and conflicts.

"Who We Are - A Portrait of America" by Sam Roberts.
The author uses statistics from the 1990 census to chart the United States into what has been hailed the first universal nation.

Discrimination

"Life on the Color Line" by Gregory Howard Williams.
The true story of a white boy who discovered he was black.

"Race, Class, and Gender in the United States" by Paula S. Rothenberg.
An integrated study of the effects of race, class and gender in the U.S.
Emphasizes the social and ethical values places on individuals within our society.
Excellent guide.

Sexual Harassment

"Coping with Sexual Harassment" by Beryl Black.
Informal methods for dealing with sexual harassment on the job. Good guide for informal resolution, emphasizing personal responsibilities.

"Intent Vs. Impact" by Stephen F. Anderson.
A manager's guide to the detection and prevention of sexual harassment within the Federal workplace. An excellent real life scenario based guide. Video by same title also available.

"Sexual Harassment: Shades of Gray" by Susan L. Webb.
An outstanding guide for managers, supervisors and employees. Gives a forward and comprehensive look at sexual harassment.

Team Marine

"Equal Opportunity Issues: The Commandant Speaks" 9 minutes
The Commandant Speaks was taped in March 1997. The video features the Commandant reiterating his policy on Equal Opportunity with help from H&S Bn and HMX-1 at Quantico. This video should be used as part of your annual Team Marine training.

Resolving Conflict

ENCLOSURE (3)

"Resolving Conflict"

United States Marine Corps video depicting three scenarios. Can be shown with Informal Resolution System training package. Produced at MCCDC, Quantico, VA.

Cultural Diversity

"Communicating Across Cultures"

An excellent video which addresses the discomfort people feel when dealing with issues of race and gender. Also provides methods for communicating more effectively in a diverse workplace.

Sexual Harassment

"Employee Awareness: Sexual Harassment"

Sensitizes employees to the issues of sexual harassment within the workplace environment. Emphasizes personal responsibility.

"Intent Vs. Impact"

A stand-alone sexual harassment training program dealing with informal resolution within the workplace. An excellent introductory video. Book by the same title also available.

"Sexual Harassment: Learning to Avoid the Hassle"

Four dramatizations focusing on blatant and subtle sexual harassment, and examining the proper procedures for dealing with each. An outstanding presentation to introduce the various forms of sexual harassment.

"The Sexual Harassment Quiz"

Addresses sexual harassment in an open and candid format. Outstanding scenarios directly involve the audience in analyzing the situations presented. Provides brakes for questions and answers.

"Sexual harassment Training"

Owned by government. An outstanding Coast Guard video dealing with sexual harassment in the military and ways to deal with it.

"Shades of Gray"

A five-part video series which defines the problem, emphasizes the costs, gives the responsibilities of individuals involved, and suggests ways to deal with sexual harassment. A book by the same title is also available.

"Sexual Harassment Prevention & the Informal Resolution System"

Introduction by VADM Wright, Director of Naval Training.

Note: All video tapes are in VHS format.

ENCLOSURE (3)

CCO 5354.2
2 Dec 97

Discrimination and Sexual Harassment Complaint Process and Timelines
USMC Equal Opportunity Program (MCO P5354.1C)

ENCLOSURE (4)